

## **Rule 5003-1**

### **ELECTRONIC DOCUMENTS – ENTRY OF**

(a) Electronic transmission of a document by an Electronic Filing User to CM/ECF consistent with these rules, together with the transmission of a Notice of Electronic Filing from the Court, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Fed. R. Bankr. P. 5003.

(b) Documents filed electronically become the official record once transmission is complete per section (a) above. The Electronic Filing User is bound by the document as filed; Electronic Filing Users shall review the electronic images of electronic documents they file to ensure they do not contain any errors as a result of transmission problems and file an amended document as necessary to correct any errors with the document originally filed electronically. In addition, in the event that the Clerk notifies an Electronic Filing User that a previously electronically filed document contains an error, the Electronic Filing User shall take such steps as are necessary to correct the error within fourteen (14) days of receipt of the notice from the Clerk.

(c) A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the Court. Filing a document electronically does not alter a filing deadline for that document. Filings must be completed before midnight Local Time of the Court to be considered timely filed that day.

(d) A document filed electronically that is required to be signed under penalty of perjury ("Verified Document"), or that requires an original signature other than the signature of the Electronic Filing User, shall be maintained in the originally signed and verified paper form by the Electronic Filing User for a period of four (4) years after the closing of the case or proceeding in which the document or paper is filed.

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*Notes of Advisory Committee*

***2004 Amendment***

This amendment is adapted from the "Model Local Bankruptcy Court Rules for Electronic Case Filing" approved on September 11, 2001 by the Judicial Conference of the United States Courts. This rule provides a "time of filing" rule that is analogous to the traditional method of file stamping documents by the Clerk's Office. A filing is deemed made when it is acknowledged by the Clerk's Office through the CM/ECF system's automatically generated Notice of Electronic Filing. This rule also makes it clear that electronically filed documents are considered to be entries on the official docket. Further, it requires an Electronic Filing User to retain an originally signed Verified Document for a period of four (4) years after the closing of a case or proceeding.